

## **Rockingham County Virginia**

*Assistant Registrar  
Supervisor: Registrar*

### **Primary Objective:**

To perform specialized work involving registering voters, maintaining voter registration records, and processing absentee voters in accordance with State and local laws and regulations.

### **Essential Functions/Tasks:**

Registers voters in person, by mail and at outreach locations.  
Receives and reviews voter registration applications, evaluates qualifications of voters as determined by law.  
Process applications, transfers non-resident application to proper jurisdictions; processes incomplete applications by notifying applicants in writing of denial of application.  
Notify Rockingham County residents of proper voting districts and polling places.  
Maintain database of Rockingham County voter records by adding and deleting voters and street file listings.  
Provide information and referral services to telephone callers and visitors to the Voter Registrar's office by receiving, querying, answering questions, and directing inquiries to appropriate personnel.  
Prepare election materials for officer of election trainer and polling places.  
Makes decisions in the absence of the General Registrar and is responsible for Registrar operations.  
Extensively uses the State Board of Election Website

### **Minimum Requirements:**

High school diploma  
Excellent organizational and office skills  
Knowledge of County government functions and procedures  
Strong written and verbal communication skills  
Proficiency in personal computer tools, i.e., word processing and spreadsheets and publisher (all Microsoft Office products)  
Ability to handle confidential information  
Ability to work independently  
Registration to vote in Virginia  
Valid Virginia driver's license  
Regular attendance at work  
Highly competent in using the internet  
Able to navigate the State Board of Election Website quickly and efficiently on a daily basis  
Ability to mail-merge documents to Microsoft Word  
Has taken and comprehended basic government classes  
Basic knowledge of government functions and the political process

### **Physical Requirements:**

This is sedentary work requiring the exertion of up to 40 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Regular required tasks include sitting; talking or hearing, in person, in meetings and by telephone; using hands to finger, handle, feel or operate standard office equipment; and reaching with hands and arms. The employee is frequently required to walk and stand; in addition, use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **To Apply:**

Complete a Rockingham County employment application and mail it with your resume and references to the Department of Human Resources, Rockingham County, 20 East Gay Street, Harrisonburg, VA 22802. A printable version of our employment application is located on our website at [www.rockinghamcountyva.gov](http://www.rockinghamcountyva.gov). Application review will begin as soon as possible. Deadline to apply is June 1, 2012.

Rockingham County is an Equal Opportunity Employer